Writing for the Business Professional

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 16.00 hours (2 days) **13.0 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

From informal memos to detailed reports, writing skills are essential for effectively communicating with colleagues and those outside of your organization. Subtle elements, such as the tone that you use, can have a significant impact on the way that your ideas are received and the persuasiveness of your arguments. Private classes on this topic are available. We can address your organization’s issues, time constraints, and save you money, too. Contact us to find out how. This course has been approved for 14 PDUs | 14 CDUs

About This Course

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Who Should Attend

Professionals desiring to be able to communicate clearly and concisely in their writing will benefit from this course.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Awareness of common spelling and grammar issues in business writing. Understand basic concepts in sentence and paragraph construction. Learn basic structure of agendas, email messages, business letters, business proposals, and business reports. Collaborative writing techniques, tools and best practices Use tips and techniques to use when deciding the most appropriate format to use for agendas, email messages, business letters, business proposals, and business reports

Detailed Course Outline

Working With Words

- Monitoring Spelling, Grammar, and Verb Tense
- Creating a Reference Sheet

Constructing Sentences

- Recognizing Sentence Parts
- Classifying Sentence Type
- Increasing Readability with Punctuation

Creating Paragraphs

- The Three Basic Components
- Organization Methods

Finding Facts

- Identifying and Using Key Resources
- Fact-Finding and Information Gathering

Collaborative Writing

- Clarifying the Objective
- Collaborative Writing Strategies and Patterns

Types of Collaborative Business Writing

- Applying Different Construction Techniques
- Cut & Paste, Puzzle, Sequential Summative
- Integrating Construction

Collaborative Tools and Processes

- Planning and Revision
- Creating Outlines and Storyboards
- Building Team Cohesion

Writing Meeting Agendas

- Choosing an Agenda Format
- Structuring and Writing the Agenda

Writing E-Mails, Reports and Proposals

- Addressing Your Message
- Using Proper Grammar and Defining Acronyms
- Structuring, Formatting, and Writing Your Report

Frequently Asked Questions

Q: What delivery options are available for Writing for the Business Professional?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 2-day Writing for the Business Professional course provides up to 13.0 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Writing for the Business Professional training?

The training takes place over 2 day(s), with each day lasting approximately 16.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Writing for the Business Professional?

Yes, we provide corporate training, dedicated training, and closed classes for Writing for the Business Professional. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Writing for the Business Professional?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Writing for the Business Professional training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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